

**COUNTY OF ALPINE**  
**PUBLIC HEALTH NURSE**

**Adopted: October 5, 1999**

DEFINITION

Under limited supervision of the Health Officer, the Public Health Nurse provides a variety of public health nursing services, including but not limited to nursing, teaching, and health counseling services to the community to prevent or control diseases and adverse health conditions in the County; to assess the health needs of the community; and performs other duties as required.

SUPERVISION EXERCISED AND RECEIVED

Receives supervision from the Health Officer; may supervise support staff in the absence of, and at the direction of, the Health Officer; assigned duties may be shared with other clinical nursing staff within the department, with the division of duties to be determined by the Health Officer.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Provides a variety of nursing services in the control and prevention of communicable diseases; instructs families regarding necessary treatment; draws specimens and interprets test results; administers immunizations.
2. Provides nursing services related to Well Baby and child-related programs, initiating cases and providing instruction to families regarding diagnostic testing, treatment and referral; performs vision, hearing and scoliosis screening; completes standard forms.
3. Identifies health care needs through physical assessment of patients; assess developmental level, and nutritional requirements of children and infants; prepares health care plans for children and provide instruction to parents on child health care methods and techniques makes referrals to other programs or agencies when appropriate.
4. Conducts immunization audits in the community; advises administrators/students of immunization requirements; maintains and updates immunization records.
5. Assess children with special needs and/or medical problems; provide counseling to parents and refer to appropriate resources; coordinates with other agencies on instances

of child abuse.

6. Works closely with schools, treatment providers, community agencies, tribal entities, and others in the provision of community outreach programs relating to public nursing services.
7. Coordinate and schedules special clinic activities; coordinates need for appropriate supplies, medications, vaccines and health education materials with other clinical staff; performs routine immunizations and vaccines; administers medications; dispenses oral contraceptives and prescriptions, as required.
8. Ensures that patient health care is maintained in accordance with policy and standardized procedures; provides instruction regarding adjusted medical treatment plans.
9. May conduct or participate in venereal disease, tuberculosis, triage, and other clinics according to established policy and standardized procedures; conducts patient interviews to determine medical history; coordinates the processing of or performs laboratory tests; interprets test results and advises patients regarding recommended treatment plans; provides patient referrals as necessary.
10. Investigates and monitors cases of communicable disease or exposure to toxic substances; obtains specimens and interprets laboratory reports; determine sources to prevent the spread of infection or contamination.
11. Conducts or participates in community health education classes regarding preventive and educational health care; conducts health screening programs for at-risk populations.
12. Conducts field visits to individuals on the case load and provides professional nursing services; gives instruction and counseling on health care; performs related services.
13. Provides nursing services to remote areas of the County; may be required to provide professional nursing services in the case of a local disaster or communicable disease outbreak.
14. Plans, submits Request for Proposals and administers State contracts, including Scope of Work and budgets for State and County nursing programs; exercises primary responsibility for various State and Federal specialized programs, including but not limited to California Children's Services, Child Health and Disability, and acts as Deputy Director of Maternal Child Health; maintains time studies of work performed and other related record-keeping responsibilities to ensure compliance with categorical program requirements.

15. Represents the County on various commissions, committees and boards; represents the County at mandatory regional and statewide meetings concerning public health.
16. Performs other related duties, as required.

### QUALIFICATIONS AND GUIDELINES

#### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include possession of a Bachelor's degree from an accredited college or university in public health nursing; and one year of public health nursing experience.

#### Special Requirements

Possession of or ability to obtain a valid California driver's license and a satisfactory driving record.

Possession of an appropriate, valid California Public Health Nurse Certificate.

Computer literacy and ability to produce professional documents and spreadsheets.

#### Knowledge, Skills and Abilities

**Knowledge of** principles, procedures, methods and techniques of nursing and health care; principles, causes and methods of control of various communicable disease; principles of child development and health care; medical terminology; community resource and health agencies related to public health; public health laws and regulations; principles and procedures of medical record keeping; principles and procedures of medical report preparation.

**Skill in** working with multi-cultural and at risk populations; making public presentations and organizing community outreach programs relating to public nursing services; preparation of complex state reporting and grant administration.

**Ability to** provide responsible and advanced nursing care and health services for the County; communicate clearly and concisely, both orally and in writing; effectively provide a variety of public health nursing services, including counseling and education; understand and deal effectively with patients in crisis situations; stay abreast of new trends, activities and programs relating to public health nursing; interpret and apply Federal, State and local policies, procedures, laws and regulations relating to public nursing; exercise skill and judgment in the assessment and treatment of patients; establish and maintain cooperative working relationships with staff and other agencies; operate standard medical equipment; travel to State and regional meetings relative to public nursing.

## PHYSICAL QUALIFICATIONS

Requirements:	Must pass County required physical examination and background check.
Hearing:	Adequate to hear and correctly interpret and communicate in both noisy and quiet conditions with the ability to localize from which direction a sound is coming. Must be able to hear and identify both speech and non-speech sounds.
Vision:	Adequate near vision to detect signs and symptoms, coloring and body language of patients, color of wounds and drainage; infiltrated IV sites and possible infection elsewhere. Must have normal corrected vision adequate to read and accurately interpret written words, labels, charts, computer monitors, and to accurately identify a variety of medical supplies.
Dexterity and Coordination:	Coordination and mobility are required. Coordination dexterity is important for handling of a variety of medical supplies and patient care related equipment. Must have dexterity to work accurately with variety of office equipment. Must be able to bend, stretch, and reach, open supply cabinets, desk and other office equipment. Must have sufficient range of motion to lift arms to shoulder height or above and below.
Physical Strength:	Must have muscle force to lift, leverage, push, pull and carry moderately heavy objects ranging up to fifty pounds and trunk strength for occasionally bending, twisting, squatting and reaching, abdominal and back muscle strength. Typical tasks involve lifting and moving patients, lifting and carrying medical and patient supplies in and out of homes, assisting with setup of equipment, such as wheelchairs, medical beds, and monitors. Must be able to sit for extended periods of time.
Typical Working Conditions:	Work is preformed indoors under occasionally noisy conditions, in close association with others and with a high degree of responsibility for the welfare and lives of others. Irregular work hours may be experienced, included periods of travel for state training programs. There is a significant exposure to infectious agents, including blood borne pathogens. Equipment used and duties performed present a risk of bodily injury, such as cuts, bruises, and punctures.

## MENTAL QUALIFICATIONS

The following mental abilities are required: alertness, concentration, judgment, patience, kindness, and sensitivity for the comfort and needs of others; memory, problem solving,

initiative, and the ability to work rationally and effectively in high stress and emergency situations where immediate action is required.

*Note: All aspects of this position are subject to change as the future needs of the County require. It is the responsibility of all County employees to assist in keeping their job specifications accurate, by reporting any changes in requirements, conditions, or functions to the immediate authority to whom they report.*